



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SUPERVISING APPRAISER I
SUPERVISING APPRAISER II

Class No. 005512
Class No. 005513

■ CLASSIFICATION PURPOSE

To supervise, train, schedule and coordinate the work of professional appraisers engaged in appraising property for tax assessment purposes; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a supervising class series allocated only to the Assessor's Office.

Supervising Appraiser I:

This is a first-level class in the Supervising Appraiser series. Under general supervision, incumbents are responsible for directing the work of subordinate appraisers organized by assigned geographical areas, property categories, or appraisal functions.

Supervising Appraiser II:

This is the higher-level in the Supervising Appraiser series. Under general supervision, incumbents are responsible for directing a unit of commercial/industrial appraisers. Supervising Appraiser II is distinguished from the next higher class, Division Chief I, Assessor/Recorder/County Clerk, in that the latter is a section head responsible for managing a major departmental function.

■ FUNCTIONS

The examples of functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the classes. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

The following functions apply to both classes:

1. Plans, assigns, supervises and coordinates the work of employees engaged in appraising property for tax assessment purposes, and assists them with difficult problems and complaints.
2. Assists in planning the annual departmental appraisal program by determining workload, and staffing needs for assigned areas of responsibility.
3. Reviews, assists, prepares and presents department's position before the Assessment Appeals Board.
4. Evaluates and recommends changes and refinements in appraisal systems and procedures.
5. Supervises and reviews exemption requests.
6. Assists in the development and review of guidelines for use in the field.
7. Maintains equitable value levels in assigned areas of responsibility.
8. Testifies in court to defend the county's assessment.
9. Trains new appraisers.
10. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Business Division:

All of the functions listed for both classes and:

1. Directs the work of field personnel checking and computing assessments on machinery and equipment, trade fixtures, apartment furnishings, farm equipment, boats, aircraft, and other personal property,
2. Recommends specific cases for audit of official books of account.

Realty Division:

All of the functions listed for both classes and:

1. Appears before the state and county board of equalization to substantiate appraisals.
2. Assists County Counsel with case preparation.
3. Collects, tabulates, records, and analyzes data relative to building materials, labor costs, and construction market trends and values.
4. Studies zoning changes, land use changes, land absorption rates, and business indicators to determine properties to be reappraised.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Appraisal methods applicable to real property and personal property.
- California revenue and taxation code as it relates to the appraisal of property.
- Building construction methods, materials, equipment and fixtures.
- Methods of valuation applicable to apartment furnishings, farm equipment, livestock, marine and aviation equipment or other personal or business property.
- Assessment policies and procedures of San Diego County.
- Principles and techniques of supervision and training.
- Assessment Appeals Board process.
- Legal documentation requirements and methods to prepare for appeal hearings and court testimony.
- Basic principles of land economics and land appraisal.
- Factors affecting building and equipment depreciation and obsolescence.
- Laws, regulations and court decisions affecting the appraisals of land, buildings, structures and personal property.
- Characteristics of the different types of property and fixtures including depreciation, economic and technological aspects.
- Local market indicators.
- Methods of valuation of large commercial and industrial complexes.
- Information systems used for property assessments.
- County customer service objectives and strategies.

Skills and Abilities to:

- Supervise and train subordinates in one or more specialized appraisal areas.
- Coordinate the work of multiple units to meet legal or fixed deadlines.
- Prepare complex and technical reports, correspondence and recommendations.
- Interpret data and apply statistical techniques to property appraisal.
- Analyze work efficiency and recommend and implement policy and procedure changes to maximize productivity.
- Provide expert witness testimony in court and at Assessment Appeals Board hearings.
- Recognize structural, economic and environmental factors affecting cost and depreciation of residential improvements.
- Read, interpret and work from blueprints, maps, property descriptions and financial statements.
- Perform mathematical calculations accurately and interpret statistics.
- Establish and maintain detailed and accurate written and electronic records.
- Read, understand and interpret oral and written instructions.
- Maintain effective working relationships with those contacted in the course of work.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representative of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: completion of 60 units from an accredited college or university, OR an Appraiser's certification issued by the Office of Real Estate Appraisers AND:

Supervising Appraiser I:

One (1) year of recent experience as an Appraiser III or Appraiser IV in the County of San Diego or in a position equivalent to Appraiser III or Appraiser IV.

Supervising Appraiser II:

1. One (1) year of recent experience as a Supervising Appraiser I in the County of San Diego or in a position equivalent to Supervising Appraiser I, OR
2. Two (2) years of recent experience as an Appraiser III or Appraiser IV in the County of San Diego or in a position equivalent to Appraiser III or Appraiser IV.

Note: Recent work experience is defined as work experience within the last five (5) years. An Appraiser's certification issued by the Office of Real Estate Appraisers may not substitute for the experience requirement.

■ **ESSENTIAL PHYSICAL CHARACTERISTICS**

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

■ **SPECIAL NOTES, LICENSES, OR REQUIREMENTS**

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Possession of a permanent Appraiser's Certificate issued by the California State Board of Equalization within one (1) year of appointment.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

New: January 12, 1968 (005512), May 12, 1975 (005513)

Reviewed: Spring 2003

Revised: June 14, 2004

Supervising Appraiser I (Class No. 005512)
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Union Code: MM
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Variable Entry: Y
Variable Entry: Y